

**BY ORDER OF THE COMMANDER
TINKER AIR FORCE BASE**

**TINKER AIR FORCE BASE
INSTRUCTION 24-302**



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COMPLEX
Supplement**

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Transportation

**GOVERNMENT MOTOR VEHICLE
(GMV) ACCIDENT/ABUSE, OPERATION
AND OFFICIAL USE PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANADATORY

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This instruction implements Air Force Policy Directive (AFPD) 24-3, *Management, Operation and Use of Transportation Vehicles*. It reinforces Headquarters United States Air Force Vehicle Management/Operations procedures and establishes expanded and/or revised procedures for implementing and managing the vehicle and vehicular equipment accident and abuse program, reimbursement of funds and GMV operations and official use procedures. Some of these objectives, policies and responsibilities are derived from overarching policy in AFI 24-302, *Vehicle Management*, 26 June 2012, AFI24-301, *Vehicle Operations*, 1 November 2008 and DOD 4500.36-R, *Management, Acquisition, and Use of Motor Vehicles*, 16 March 2007. This

instruction is applicable to all Air Force personnel assigned or attached to Tinker AFB and also applies to Air Force Reserve Command (AFRC), except where noted otherwise. It also applies to all Tinker AFB tenant units that possess a Support Agreement with the 72 Air Base Wing, however, it does not apply to the Civil Air Patrol (CAP) or non-appropriated fund activities. Send comments for suggested improvements on Air Force (AF) Form 847, *Recommendation for Change of Publication*, to the Office of Primary Responsibility (OPR); route AF IMT 847s through publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the AF Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. This publication may only be supplemented by the OPR.

(OC-ALC) This supplement implements and extends the guidance of Air Force Instruction (AFI) 24-301 *Vehicle Operations*, 1 November 2008, AFI 24-302, *Vehicle Management*, 26 June 2012, Tinker Air Force Base Instruction (TINKERAFBI) 24-302, *Government Motor Vehicle (GMV) Accident/Abuse, Operation and Official Use Procedures*, 14 May 2013. This publication may not be supplemented at any level. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional’s chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

SUMMARY OF CHANGES

This Publication has been substantially revised and must be reviewed in its entirety.

(OCALC) This interim change revises AFI 24-302 by adding changes in guidance and procedures dealing with vehicle pintle hook operations.

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1. Vehicle Accident/Abuse Program:

1.1. General Information:

1.1.1. The purpose of this program is to establish local procedures for vehicle accidents/abuses, and inform all using organizations, whether AFMC assigned or Tenant with an approved Support Agreement, on their responsibilities.

1.1.2. This instruction is applicable to all Air Force personnel assigned or attached to Tinker AFB and also applies to Air Force Reserve Command (AFRC), except where noted otherwise. It also applies to all Tinker AFB tenant units that possess a Support Agreement with the 72 Air Base Wing, however, it does not apply to the Civil Air Patrol (CAP) or non-appropriated fund activities. This instruction applies to all squadron commanders/directors, Vehicle Control Officers (VCO), Vehicle Control Noncommissioned Officers (VCNCO), and vehicle operators. Commander/Director emphasis and direct involvement is essential to the program's success. The vehicle operator is responsible for preventing vehicle and vehicular equipment abuse/accidents. The operator will report any vehicle damage immediately to the VCO/VCNCO. The unit VCO/VCNCO shall immediately report discrepancies to Vehicle Management, 72 LRS/LGRVM. Unreported damage to an Air Force vehicle indicates that the unit operator or VCO/VCNCO is not inspecting vehicles properly and may result in the accident being considered abuse. Vehicle Management is responsible for documentation and tracking of accident/abuse damage.

1.2. The ultimate goal of this program is to reduce vehicle and vehicular equipment accidents and/or abuses at Tinker AFB, protect Air Force personnel from injury and/or death and eliminate unnecessary expenditure of monetary resources. The Logistics Readiness

Squadron (LRS) Commander or equivalent establishes local reporting procedures and these procedures must be fully supported by all commanders to be totally effective.

1.3. Vehicle accident is basically a result of a collision. Vehicle abuse is considered damage caused by willful or negligent acts of improper operation or care. Vehicle abuse may result in early failure of components and affect the safe operation of the vehicle. The base vehicle management function is funded and staffed to provide preventive periodic maintenance and repairs due to fair wear and tear, but not for accident and abuse repairs. Using organizations fund for costs associated with government-owned, rental/lease vehicle abuse and/or accident damage.

1.3.1. The keys to successfully reducing the number of accidents and abuses are to encourage commanders to maintain high standards of vehicle operator training and discipline and to make base personnel aware of the costs associated with accident and abuse case repairs.

1.3.2. Preventive Maintenance and Inspection (PM&I) is the primary method the 72 Logistics Readiness Squadron Vehicle Management Flight (72 LRS/LGRVM) can ensure a safe and serviceable vehicle fleet. These inspections are time-critical and must be completed at certain intervals to meet manufacturer and Air Force serviceability criteria. Therefore, agencies who fail to meet or reschedule their assigned scheduled maintenance on or before their assigned appointment dates will be issued a vehicle abuse.

1.4. Incidents are classified as damage caused by acts of nature, natural disasters, mechanical failures or other phenomenon that in no way could have been avoided by safe operation or adequate vehicle care during non-use. The Vehicle Fleet Manager/Vehicle Management Superintendent (VFM/VMS) is the fleet management functional expert with the authority to determine what is/is not classified as an incident. Using organizations are not required to reimburse for damage caused by incidents. **NOTE:** Wind damage to vehicle doors is **NOT** an act of nature.

2. Vehicle Accident/Abuse Program Procedures:

2.1. All Government Motor Vehicles (GMV), to include all GSA assigned assets, involved in an accident, or found to have damage not previously reported, must be turned into 72 LRS/LGRVM as soon as possible, but no later than the next duty day. The Vehicle Management Flight will initiate an Accident/Abuse Estimate work order and estimate the cost of repairs. For GSA leased vehicles, Vehicle Management will review the damage and provide the using organization further instructions concerning off-base repairs by GSA approved vendors. The use of these vendors will be rotated to the maximum extent possible to preclude any perception of sole-sourcing. Photographs will be taken of vehicle damage to aid in further investigation. A letter with attached photographs identifying the accident or abuse damage will be signed by the 72nd Logistics Readiness Squadron Commander/Director (LRS/CL) or equivalent and routed through the squadron commander and VCO/VCNCO of the assigned organization. **NOTE:** The GSA turn-in procedures referred to in paragraph 2.1 only apply to those vehicles assigned to 72 ABW Billed Office Address Code(s) (BOAC). Upon receipt of the GSA accident report Vehicle Management will then initiate all other procedures.

2.2. All Vehicle Management operation & maintenance (O&M) funds expended for vehicle accident and abuse repair costs, including contract cost, will be reimbursed to 72 LRS/LGRVM, Vehicle Management by the owning organization or the organization responsible for the damage if not the owner.

2.2.1. Where responsibility cannot be determined, the owning organization will be responsible for reimbursement. Commanders must initiate a DD Form 200, *Financial Liability Investigation of Property Loss*, investigating the circumstances involving any accident or suspected vehicle abuse case where gross negligence is suspected. An Investigating Officer investigates accident/abuse incidences and completes Report of Survey (ROS) IAW AFMAN 23-220, *Reports of Survey for Air Force Property* (being replaced with AFI 23-101, Material Management) when there is evidence of gross negligence, willful misconduct, or deliberate unauthorized use pertaining to the loss, damage, or destruction of a government vehicle or when the vehicle property records must be adjusted (i.e. the vehicle is a total loss). Vehicle Management notifies the applicable commander or equivalent and VCO/VNCO of the unit involved, along with Base Legal, Finance and Safety Office as applicable, [Attachment 4](#). In the event of a government owned vehicle accident, include a copy of the accident report for Base Safety Office use. Vehicle Management will commence with repair within ten (10) days unless notified otherwise by the using organization or ROS investigating official. **NOTE:** If a government owned vehicle caused a fatality or was involved in a fatality or an accident with private property the Base Legal Office must release the vehicle before repairs commence.

2.2.2. Funds will be reimbursed to 72 LRS/LGRVM, Vehicle Management as follows.

2.2.2.1. For HQ AFMC assigned blue fleet vehicles, reimbursable organizations will be billed monthly via the OLVIMS V-12 reimbursable report which is issued after monthly processing is completed, normally, no later than ten (10) days into a new month. Non-reimbursable organizations will reimburse funds based upon contact from the 72 LRS Resource Advisor(s) (RA) utilizing final documentation provided by Vehicle Management & Analysis after vehicle repairs have been completed as outlined in paragraph 2.2.3.

2.2.2.2. For GSA lease assigned vehicles, the 72 ABW sets aside O&M funds in their execution plan to cover all aspects of the GSA lease program. In the event that this funding is exhausted, the 72 ABW and/or 72 LRS RA(s) would contact the assigned organization, for the GSA vehicle in question, to obtain reimbursement. **NOTE:** The GSA vehicle reimbursement procedures outlined in paragraph 2.2.2.2 only apply to those GSA vehicles assigned to 72 ABW Billed Office Address Code(s) (BOAC).

2.2.3. Accident/Abuse documentation will be submitted to Vehicle Management and processed as follows.

2.2.3.1. The AF Form 1800 or AF Form 1807, Standard Form 91, *Motor Vehicle Accident Report*, and DD Form 518, *Accident Identification Card*, must be completed with all pertinent information and provided upon vehicle turn-in to 72 LRS/LGRVM. The vehicle will not be considered reported to maintenance until the vehicle and all forms are properly submitted. The reporting party must record the name and rank of the responding Security Force's individual in block 81 of the Standard Form 91.

2.2.3.2. Customer Service Center (CSC) personnel will notify the VFM/VMS and initiate the appropriate estimate AF Form 1823 or AF Form 1823-1 (computer generated). The estimate work order will be used to estimate accident/abuse repair cost only. Actual repairs will be documented using an Accident or Abuse Actual AF Form 1823/-1, and will not be initiated until the organization of responsibility releases the vehicle for repairs, [Attachment 5](#). Only accident or abuse related repairs will be documented on the actual work order. Any other unscheduled repairs or scheduled services will be completed on an unscheduled or scheduled maintenance work order to follow. **NOTE:** When computing estimated cost for repairing accident damage, indirect cost is included only to determine one-time repair limitations.

2.2.3.3. VM&A will prepare an AF Form 20, *Repair Cost and Reparable Value Statement*, when required or requested by the Surveying Officer. **NOTE:** Both military and civilian Direct Labor charges computed by OLVIMS are used for determining labor cost for in-house repairs of vehicles/equipment on the AF Form 20.

2.2.4. Accident and abuse case statistics will be tracked by VM&A and reported to squadron, group and wing-level leadership.

3. GMV Operation and Official Use Policy:

3.1. Operation:

3.1.1. Vehicle operators and using organizations are responsible for and will perform at a minimum the inspections, servicing, and maintenance as well as the recording of vehicle discrepancies (on the appropriate AF Form 1800 or AF Form 1807) and maintenance -in as outlined in AFI24-302, paragraph 3.19, [Chapter 10](#) and specifically Section 10C, in their entirety.

3.1.1.1. 72 LRS/LGRVM normal hours of operation are 0700 thru 1600 hours daily, 5 days per week, with the exception of recognized holidays and a Contractor authorized lunch period from 1100-1200 daily. Scheduled maintenance inspections will be accepted Monday through Wednesday during these same hours of operation. **NOTES:** 1. Some vehicle types do not require a documented full serviceability/functional check daily, and/or before use. However, vehicle operators will perform a visual inspection or walk-around prior to use. The vehicle operator will ensure the vehicle does not have unreported damage, visually low/flat tires, fluid leaks or puddles forming under the vehicle. 2. Vehicle operators are responsible for checking and servicing Diesel Exhaust Fluid (DEF) levels for vehicles that require that product. 3. Tire pressure checks/adjustments will be accomplished by the 10th of each month and documented on the applicable Operator's Inspection Guide and Trouble Report form. For vehicles equipped with electronic Tire Pressure Monitoring System (TPMS), vehicle operators will perform visual inspection of tires to ensure proper operation of TPMS dash indicator and check for unusual wear or damage. Refer to AFI 24-302, Section 7B Operator's Inspection Guide and Trouble Report Forms for further guidance. 4. During the monthly tire pressure check/adjustment, operators will check spare tire pressure and adjust as needed (if applicable). 5. When equipment operators are responsible for lubricating equipment before and during use, Vehicle Management will advise operators regarding the lubricant to be used, tools needed and frequency of lubrication. The using organization procures required tools

and lubricants, and is responsible for replacing equipment and special tools lost, worn or damaged beyond economical repair. 6. The list of safety-related discrepancies in AFI 24-302, paragraph 3.19 is not all-inclusive or may not cover all vehicle types. Vehicle operators should contact Vehicle Management if there are any questions concerning vehicle discrepancies and/or safety.

3.1.2. Other Government Motor Vehicle Conveyances (OGMVC), trailers not classified as vehicles and non-vehicular equipment procurement, maintenance and management will comply with all policies as outlined in AFI 24-302, paragraph 3.17 and 10.4.4 in their entirety.

3.2. Official Use:

3.2.1. Unauthorized use of GMVs often results in unnecessary expenditure of funds and public criticism. Transportation by a DOD motor vehicle shall not be provided when the justification is based solely on reasons of rank, position, prestige, or personal convenience. Although the major goal of Vehicle Operations is to provide quality support, commanders, vehicle operators, and the base populace must know vehicle use restrictions and what constitutes official use.

3.2.2. 72 LRS/LGRDD will restrict the use of all DOD motor vehicles, including those rented or leased, for official purposes only; in support of authorized DOD functions, activities or operations. Providing a government vehicle solely or principally to enhance the comfort or convenience of member(s) is not permitted. Determinations regarding any question of authorized support for such activities will be resolved in favor of strict compliance with rules outlined in AFI 24-301, specifically **Chapter 3** and Attachments 8 and 9, to preclude any negative public perception.

3.2.2.1. All requests will be accomplished on the GMV Request for Transportation, **Attachment 6**, and submitted to the individuals and within the established timelines located on the form. Requests which appear to conflict with governing directives will be referred to 72 LRS/LGRDD, Vehicle Operations Supervisor for evaluation; this element is staffed with trained experts capable of making an official use determination. This form can be found on the Tinker AFB Home Page under Base Services/Information/Tinker Shuttle Route or by accessing the following link: https://wwwmil.tinker.af.mil/shuttle_schedule/shuttle_schedule.asp

3.2.2.1.1. All requests will be routed through the unit VCO/VCNCO or designated vehicle POC (if no VCO/VCNCO assigned) prior to submission to Vehicle Operations to ensure that assigned organizational assets are considered to fulfill the request.

3.2.2.2. When guidance does not specifically fit a request for transportation support, commanders must document answers to the questions located in AFI 24-301, paragraph 3.5 prior to 72 LRS/LGRDD approving the use of the government motor vehicle(s) being requested. **NOTE:** Final determination on all Distinguished Visitor (DV) requests will be made by the 72 LRS/CL.

3.2.3. Misuse or acts/omissions resulting in misuse of GMVs (owned, rented, or leased) may result in disciplinary action. All military and civilian employees need to take appropriate measures to prevent misuse, abuse, or willful acts/omissions that could cause

damage to GMVs. Directing personnel to violate official use restrictions is an unlawful order and should be reported to command or other appropriate agencies. Negligence, willful misconduct, or deliberate unauthorized use of a GMV may result in disciplinary action as outlined in AFI 24-301, paragraph 3.2.

3.2.3.1. Report all suspected misuses to 72 LRS/LGRDD or LGRVM, Vehicle Operations or VFM. Vehicle Operations or the VFM will conduct a technical assessment of the incident to determine if regulatory official use guidance has been violated. Technical assessments will include, at a minimum; the vehicle's make, model, and vehicle registration number, and the date, time, and location of incident. Finally, clearly state the offense and official use references substantiating the misuse.

3.2.3.2. Vehicle Operations will brief overall base status of this program at periodic scheduled VCO/VCNCO meetings.

4. (Added-OC-ALC) Group Vehicle Control Monitor (VCM) Roles and Responsibilities.

4.1. **(Added-OC-ALC)** Groups will forward a copy of the VCM appointment letter to the Oklahoma City Air Logistics Complex (OC-ALC) Vehicle Control Officer (VCO) within the 76th Maintenance Support Group, Production Support annually.

4.2. **(Added-OC-ALC)** Group VCMs will maintain liaison with the OC-ALC VCO on all vehicle matters and request dispatch of vehicle(s) as needed to meet workload requirements when the allotted number of vehicles are insufficient.

4.3. **(Added-OC-ALC)** Group VCMs will maintain records to dispatch and control usage and operators of vehicles assigned to their group/squadrons/divisions using OC-ALC Form 168, *Vehicle Usage Data*. This form will be retained by the using organization's VCM for a minimum of 30 days and then forwarded to the OC-ALC VCO to record along with the appropriate AF Form 1800, *Operators' Inspection Guide and Trouble Report*.

4.4. **(Added-OC-ALC)** All AF registered vehicle AF Forms 1800 will be compiled and forwarded to the OC-ALC VCO by the third working day of the month. Group VCMs will ensure the guides have the beginning and ending miles/hours annotated in the top margin on the front of the AF Form 1800. AF Form 1800 will be kept in vehicles at all times.

4.5. **(Added-OC-ALC)** Group VCMs will ensure tire pressure checks are performed and documented on the applicable AF Form 1800 within the first seven days of the month.

4.6. **(Added-OC-ALC)** Group VCMs will ensure organizational maintenance is performed with prompt reporting of vehicle malfunctions to OC-ALC VCO and 72d Mission Support Group, Vehicles Management Branch (72 MSG/LRDV), making that vehicle available for repair and service. Group VCMs will provide notification to the OC-ALC VCO of the date and time a vehicle enters the maintenance shop.

4.7. **(Added-OC-ALC)** Group VCMs will notify the vehicle point of contact (POC) or user to deliver due-for-maintenance scheduled vehicles to 72 MSG/LRDV when notified by the OC-ALC VCO. If a vehicle cannot make the scheduled maintenance date, the VCM (or vehicle POC) will contact the OC-ALC VCO no less than five days prior to the appointment date to reschedule. The VCM must submit, in writing, an efficient justification why this AF asset cannot conform to its scheduled maintenance program.

4.8. **(Added-OC-ALC)** Group VCMs will make all vehicle inquiries through the OC-ALC VCO for all government motor vehicle matters.

4.9. **(Added-OC-ALC)** OC-ALC VCO will direct another VCM to dispatch a vehicle (if available) or request a vehicle from the 72 MSG/LRDV on an individual basis. The VCM receiving temporary use of a vehicle will return it upon termination of the initial requirement.

4.10. **(Added-OC-ALC)** Group VCMs will notify OC-ALC VCO of vehicles temporarily idle.

4.11. **(Added-OC-ALC)** VCM will, upon notification from the OC-ALC VCO of a vehicle assessment (inspection), ensure prompt delivery of the vehicle to inspection area.

4.12. **(Added-OC-ALC)** Group VCMs will ensure the following documents are placed in a folder and maintained in AF vehicles and AF vehicle equipment at all times:

4.12.1. **(Added-OC-ALC)** AF Form 1800, replaced monthly.

4.12.2. **(Added-OC-ALC)** DD Form 518, *Accident Identification Card*.

4.12.3. **(Added-OC-ALC)** SF Form 91, *Motor Vehicle Accident Report*.

4.13. **(Added-OC-ALC)** Group VCMs will ensure all vehicles and vehicle equipment assets follow AF directives and local operating instructions. All OC-ALC Groups will coordinate through the OC-ALC VCO on any request to rent, lease, or buy self-propelled vehicular type assets that an individual can sit or stand upon before obtaining a purchase contract.

4.14. **(Added-OC-ALC)** Group VCMs will obtain approval for modification or add-on items in writing through OC-ALC VCO before adding manufacturer's optional equipment or after-market optional parts/accessories to meet certain operational needs.

5. (Added-OC-ALC) Group Supervisors of OC-ALC Assigned Vehicles Responsibilities.

5.1. **(Added-OC-ALC)** Control the use of the electronic fuel pump keys (R22C1-2 Micro Memory) and ensure they are used only for the vehicle for which they are issued.

5.2. **(Added-OC-ALC)** Report discrepancies, vehicle damage and misuse or abuse to the OC-ALC VCO within two normal duty days.

5.3. **(Added-OC-ALC)** Ensure unit vehicles are maintained in a clean condition at all times (utilizing Tinker Air Force Base vehicle wash bays) and waxed for corrosion control at least twice a year.

5.4. **(Added-OC-ALC)** Coordinate with the OC-ALC VCO before dispatching a vehicle outside of the local area surrounding the base. Operators must have emergency tools, tires, etc., prior to leaving the installation. Outside the local area is defined as any location that exceeds a 100-mile radius from the military installation. All requests to exceed the 100-mile radius must be submitted in writing IAW TINKERAFBI 24-302, *Transportation*, to the OC-ALC VCO.

5.5. **(Added-OC-ALC)** Perform random surveillance to assure the control and security of OC-ALC vehicles during periods of non-use and work to safeguard vehicles from pilferage.

5.6. **(Added-OC-ALC)** Ensure AF vehicles, low speed vehicles, and other government motor vehicle conveyance (OGMVCs) are equipped with foreign object (FO) bags and tire pick/tools for removing debris from tire treads. Tire Debris Tools (TDT) are accountable items and will be available through the OC-ALC VCO. Procuring FO bags/containers will be the responsibility of the assigned groups.

5.6.1. **(Added-OC-ALC)** The OC-ALC VCO will provide TDT for AF assets. Only one TDT will be registered per vehicle. TDT will be identified by etching "OCVEH" followed by the vehicle's registration number (tag). TDT should be taken to the 76th Maintenance Support Group, Tool Management Element (76 MXSG/PST) for laser etching and recording. **NOTE:** When a TDT is lost, it will be reported and treated as such utilizing the lost item procedures IAW OC-ALCI 21-112, *Tool and Equipment Management*.

6. **(Added-OC-ALC) Operator Responsibilities.**

6.1. **(Added-OC-ALC)** AF asset vehicles will not be used for personal use, such as transportation to dining halls, auto teller machines, golf courses, theaters, barber shops, banks, lemon lot, base exchange, personal taxi service from privately owned vehicles (POV), to and from parking lots, etc.

6.2. **(Added-OC-ALC)** Always utilize seat belts and other safety options and ensure your passengers are buckled before the AF asset is set in motion.

6.3. **(Added-OC-ALC)** Operators nor passengers will use tobacco products in government owned vehicles (GOV), leased vehicles or rented motor vehicles.

6.4. **(Added-OC-ALC)** Do not use cellular telephones while operating a GOV on or off Tinker AFB unless the cellular telephone is of such design it is used in a hands-free mode or has a hands-free device installed. Speaker phone device is prohibited. To use a cellular telephone not equipped with a hands-free device, operators of vehicles are to pull safely to the side of the roadway or into a parking lot, shift into park, set the parking brake, and turn on flashers while ensuring no interference with the normal flow of traffic. Passengers in vehicles are not prevented from using a cellular telephone in any configuration. **NOTE:** Hands free device is not defined as using the speaker feature of the phone.

6.5. **(Added-OC-ALC)** Perform the required daily inspection, servicing and preventative maintenance to include fluid levels and tire pressure. Tire pressure must be annotated on inside of the AF Form 1800 within the first seven days of the month.

6.6. **(Added-OC-ALC)** Use the operator's inspection guide (AF Form 1800) to document discrepancies noted on visual inspection. Visual inspections will be accomplished with each usage but not less than once a week. **NOTE:** The first operator who performs the first inspection of the day will sign off the AF Form 1800 in the applicable day and shift block.

6.7. **(Added-OC-ALC)** Ensure accidents, unknown damage, and discrepancies are documented on the AF Form 1800, immediately reported to the supervisor and submitted in writing using an Online Incident/Mishap Report (https://wwwmil.tinker.af.mil/amocc/net20/incrpt_net20/Incidents.aspx). Forward witness reports and copies of accident reports to OC-ALC VCO within 48 hours with as much detail as possible. **NOTE:** Always submit AF vehicle tag number in your report. If

an AF vehicle is involved with a POV, enter the make, model, year and tag number of the POV along with security forces, state or local law enforcement accident reports.

6.8. **(Added-OC-ALC)** Operators will ensure pintle hook safety pin as a secondary locking device be in use. This pin will secure the pintle hook from opening. Within the OC-ALC all government registered vehicles, including non-registered vehicle equipment assigned and in use within the OC-ALC that have approved towing attachments mounted (pintle hook), will comply and only use the locking pin (quick release/ball type M45952/1-C4-21) and a small wire rope (lanyard) approximately 8 inches in length with the appropriate end fittings. Cotter pins or snapper pins will not be used as the secondary locking device IAW-T.O. 36-1-121 (Standardization of Lunette and Pintle Hook Towing Attachments).

7. (Added-OC-ALC) Vehicle Authorizations/Utilization.

7.1. **(Added-OC-ALC)** The OC-ALC VCO will ensure vehicles are assigned to the organization for which the vehicle was justified and authorized based on the Master Vehicle Authorization/Assigned Report and Vehicle Master List. IAW AFI 24-301, *Vehicle Operations*, and AFI 24-302, OC-ALC VCO is authorized to rotate an AF vehicle as needed to assure maximum usage and serviceability throughout the complex.

7.2. **(Added-OC-ALC)** When an organization requests a new, an increase, or other change in vehicle authorization, Group VCMs are required to complete in writing and submit a Vehicle/Authorization request to OC-ALC VCO with detailed information for the need. (Example: specification, pictures or any supporting documents.)

STEVEN J. BLEYMAIER, Colonel, USAF
Commander

MARK K. JOHNSON, Brig Gen, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 24-301, *Vehicle Operations*, 01 November 2008
AFI 24-302, *Vehicle Management*, 26 Jun 2012
AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, 14 July 2000
AFI 91-202, *The US Air Force Mishap Prevention Program*, 5 August 2011
AFI 91-207, *The US Air Force Traffic Safety Program*, 27 October 2011
AFCSM 24-1, *On-Line Vehicle Interactive Management System (OLVIMS)*, 1 September 1997
AFMA 24-306(I), *Manual for Wheeled Vehicle Operator*, 1 July 2009
AFMAN 33-363, *Management of Records*, 01 March 2008
AFMAN 23-220, *Reports of Survey for Air Force Property*, 01 July 1996
AFPD 24-3, *Operation and use of Ground Transportation Vehicles*, 07 Jul 2010
TO 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*, 20 July 2007

Adopted Forms

AF Form 20, *Repair Cost and Reparable Value Statement*, 11 March 2003
AF Form 1800, *Operator's Inspection Guide and Trouble Report*, 1 April 2010
AF Form 1807, *Operator's Inspection Guide and Trouble Report (Fuel Servicing Vehicles)*, 1 June 2012
AF Form 1823, *Vehicle and Equipment Work Order*, 1 December 1979
AF Form 1823-1, *Vehicle and Equipment Work Order (computer generated)*
AF IMT 847, *Recommendation for Change of Publication*, 22 September 2009
DD Form 200, *Financial Liability Investigation of Property Loss*, 1 July 2009
DD Form 518, *Accident Identification Card*, 1 October 1978
Standard Form (SF) 91, *Motor Vehicle Accident Report*, February 2004

Abbreviations and Acronym

AFI—Air Force Instruction
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System
BOAC—Billed Office Address Code
CAP—Civil Air Patrol
COR—Contracting Officer Representative
DOD—Department of Defense
FD/FC—Functional Director/Functional Commander
GMV—Government Motor Vehicle
GPC—Government Purchase Card
GSA—General Services Administration
NON-REMS – **Non**—Registered Equipment Management System
OLVIMS—On-Line Vehicle Interactive Management System
OPR—Office of Primary Responsibility
POC—Point of Contact
POV—Privately Owned Vehicle
PM&I—Preventive Maintenance and Inspection
RA—Resource Advisor
RDS—Records Distribution Schedule
REMS—Registered Equipment Management System
ROS—Report of Survey
SF—Standard Form
UDI—U-Drive-It
VAL—Vehicle Authorization Listing
VCO—Vehicle Control Officer
VCNCO—Vehicle Control Noncommissioned Officer
VMS—Vehicle Management Superintendent
VFM—Vehicle Fleet Manager
VPRL—Vehicle Priority Recall Listing
VM&A—Vehicle Management and Analysis

Terms

Activity—A unit physically in existence, with personnel assigned.

Air Force Equipment Management System (AFEMS)—A standard system of equipment management that applies to all AF activities. It enables the AF to determine, authorize, account

for and report the types and quantities of equipment required to accomplish the AF mission. It is a primary basis for organizational equipment budget and buy programs.

Cost Center Code—A code assigned to a function or unit, used to accumulate and distribute costs.

Cost-Reimbursement Contract—Cost-reimbursement types of contracts provide for payment of allowable incurred costs, to the extent prescribed in the contract. These contracts establish an estimate of total cost for the purpose of obligating funds and establishing a ceiling that the contractor may not exceed (except at its own risk) without approval of the contracting officer.

Equipment—In logistics, all nonexpendable items needed to outfit or equip an individual or organization. See also assembly; component; part; subassembly; supplies in Joint Pub 1-02.

Fair Wear and Tear—The deterioration of items attributed to normal usage.

Host—The major commander having jurisdiction over land and other real estate that provides tenants with facilities or services; also, an organization designated by the MAJCOM or by AF to furnish support.

Incidental Operator—An employee, other than one occupying a position officially classified as a motor vehicle operator, who is required to operate a government-owned or -leased motor vehicle to properly carry out his or her assigned duties.

Low Speed Vehicles (LSV)—Vehicles, whose maximum speed is greater than 19 MPH but less than 25 MPH will be categorized as a LSV and assigned the appropriate prime NSN based on the categories listed in [Table 4.9](#). This category must meet 49 CFR Part 571.500 (FMVSS).

Maximum One-Time Repair Allowance—The maximum amount of money that can be expended at any one time for repairing a vehicle or item of equipment. (Reference TO 36-1-191.)

Motor Vehicle—Any item of equipment mounted on wheels or tracks that derives motive power from a self-contained power unit, or is designed to be towed by and used together with such self-propelled equipment.

Motor Vehicle Accident—An occurrence involving a motor vehicle resulting from a collision with another moving or stationary object. Mechanical failures resulting from operator abuse or negligence are not accidents under this definition.

Official Purposes—Any application of a motor vehicle in support of authorized DOD functions, activities or operations.

Official Travel—The individual is on funded orders and can claim reimbursement for the mode of travel on a travel voucher. Personnel in a permissive TDY status or on invitational orders can only ride space-available on transportation that is already authorized/scheduled in support of personnel on funded orders. The vehicle size or contract cost will not increase to accommodate space-available personnel.

Operations—Those functions associated with the organization responsible for administering, planning, directing, and controlling the assignment and movement of transportation equipment and drivers in the transporting of personnel and cargo.

Operator Inspection and Service—Those maintenance inspections and functions performed by the operator, before, during, and after operation to ensure the vehicle is safe and serviceable.

Other Government Motor Vehicle Conveyances (OGMVC)—Self-propelled assets providing a basic transportation capability (i.e., golf carts, all-terrain vehicles, quad-runners, etc) not meeting specifications of 49 CFR Part 571 (FMVSS are categorized as Other Government Motor Vehicle Conveyances and assigned prime NSN 2340-00-585-6195 in AFEMS, AS 036.

Permissible Operating Distance—DOD maintains and operates in peacetime only those owned or leased motor vehicle assets needed to meet approved DOD emergency and wartime requirements that cannot be met from commercial transportation resources. Requirements in excess of DOD capability shall be met by the use of commercial carriers. The POD is that distance from the installation that GMVs travel before competing with commercial carriers (see DODD 4500.36-R). As a guide, a 100-mile radius is sufficient to support operations at most bases. Identify frequently traveled points that exceed the standard radius. Vehicles used to support the USAF Courier transfer stations, Armed Forces Courier Service, AF Bands, AF Academy, and AFOSI are exempt from POD limitations.

Preventive Maintenance & Inspection (PM&I)—A planned inspection accomplished at regular intervals of calendar time, miles, kilometers or hours of operation. (Reference TO 36-1-191.)

Quality Assurance—An internal government program developed to assess contractor performance IAW the terms and conditions of the contract and IAW contractor's developed Quality Control Program.

Registered Vehicle—A vehicle assigned a USAF registration number.

Requirement—A need or demand for personnel, equipment, supplies, facilities or services expressed in specific quantities for specific periods and time.

Serviceability Standard—The standard a vehicle must meet or surpass to be satisfactory for operation.

Shuttle Service—This fare-free service is established to meet DOD requirements and operates only in duty areas.

Space Available (Space A)—Any seating available after accommodating space required passengers. The vehicle size or contract cost will not be increased to accommodate space available personnel (i.e. if space is required for three passengers to attend an official function, a bus cannot be scheduled for use to transport additional Space-A passengers desiring transport to the same or nearby destination).

Taxi Service—Transportation services provided by vehicles dispatched with drivers on an "on-call" basis without appreciable delay or the need for prior arrangement for service. Taxi service vehicles may or may not be radio-equipped.

Technical Order (TO)—An AF publication that gives specific technical direction and information for inspection, storage, operation, modification and maintenance of AF motor vehicles.

Tenant (on—base or a supported installation)—Any US Armed Forces or foreign organization, unit, or activity that occupies real property under the jurisdiction of a host

command or that occupies real property under its own jurisdiction but requires support from another AF installation in the same locality. A tenant may belong to the same command as the host organization.

U-Drive-It (UDI)—Vehicles available to using organizations and activities of the installation for temporary support of official use functions and operated by personnel assigned to the using Agency in support of home-station mission, contingencies, TDY support, and combat service support operations. Support is normally limited to 72-hours.

Uneconomically Repairable—A vehicle or piece of equipment whose one-time repair estimate exceeds the one-time repair allowance, or whose age or mileage life expectancy has been attained. (Reference TO 36-1-191).

Using Command—The command that programs replacement for the vehicles assigned to a particular account. The —Using MAJCOM is the true owner of the vehicle assets.

Vehicle Abuse—Damage caused by neglect or willful acts of improper operation or care.

Vehicle Control Program (VCP)—The management control functions established for those base activities with assigned vehicles on recurring dispatch.

Vehicle Fleet Manager (VFM) and Vehicle Management Superintendent (VMS)—2T3XX individuals charged with managing the Vehicle Management activity.

Vehicle Operations Fleet—Vehicles assigned to provide transportations services for temporary use by other organizations.

Work Order—A specific or blanket authorization to perform certain work.

Attachment 1 (OC-ALC)**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 24-301, *Vehicle Operations*, 1 November 2008
AFI 24-302, *Vehicle Management*, 26 June 2012
AFI 33-360, *Publications and Forms Management*, 25 September 2013
AFMAN 33-363, *Management of Records*, 1 March 2008
TINKERAFBI 24-302, *Transportation*, 14 May 2013
OC-ALCI 21-112, *Tool and Equipment Management*, 8 January 2010

Prescribed Forms

OC-ALC Form 168—*Vehicle Usage Data*

Adopted Forms

AF Form 1800—*Operator's Inspection Guide and Trouble Report*
AF Form 847—*Recommendation for Change of Publication*
DD Form 518—*Accident Identification Card*
SF Form 91—*Motor Vehicle Accident Report*

Abbreviations and Acronyms

72 MSG/LRDV—72d Mission Support Group, Vehicles Management Branch
76 MXSG/PST—76th Maintenance Support, Production Support Tools
AF—Air Force
AFI—Air Force Instruction
FO—Foreign Object
GOV—Government Owned Vehicle
IAW—In Accordance With
OC-ALC—Oklahoma City Air Logistics Complex
OGMVC—Other Government Motor Vehicle Conveyances
OPR—Office of Primary Responsibility
POC—Point of Contact
POV—Privately Owned Vehicle
TDT—Tire Debris Tools
TINKERAFBI—Tinker Air Force Base Instruction
USAF—United States Air Force
VCO—Vehicle Control Officer
VCM—Vehicle Control Monitor

Terms

R22C1-2—Micro Memory, Fuel Pump Key

Attachment 2

PAYMENT AUTHORIZATION MEMO (SAMPLE)

Figure A2.1. Payment Authorization Memo (Sample)



DEPARTMENT OF THE AIR FORCE
72D MISSION SUPPORT GROUP (AFMC)
TINKER AIR FORCE BASE OKLAHOMA

MEMORANDUM FOR UNIT/CC (or unit RA)

FROM: 72 LRS/CL (or equivalent)

SUBJECT: Payment Authorization Approval for (ACCIDENT/ABUSE CASE #)

1. USAF Vehicle 99B99999 was turned into Vehicle Maintenance on DATE. The estimated cost is \$000.00 for the following accident damage:

1. Damage

2. We require confirmation that your unit will pay for needed repairs utilizing the Government Purchase Card. We are also requesting the cardholder you designate be identified to 72 LRS/LGRVM (VM&A) as their Point of Contact for payment. Please review the attached quote from the vendor and send us a reply as soon as possible so that we can expedite the repair of your vehicle and return it to your unit.

MICHAEL D. CAROCCI, GS-12, DAF
Functional Director, Vehicle Quality Flight
72d Logistics Readiness Squadron

Attachment 3

REQUEST FOR RELEASE MEMO (SAMPLE)

Figure A3.1. Request for Release Memo (Sample)



DEPARTMENT OF THE AIR FORCE
72D MISSION SUPPORT GROUP (AFMC)
TINKER AIR FORCE BASE OKLAHOMA

MEMORANDUM FOR SQ VCO/VCNCO

FROM: 72 LRS/LGLOC

SUBJECT: Accident/Abuse Request For Release Letter for case #

1. USAF Vehicle REG NUMBER was turned into Vehicle Maintenance on DATE due to damage caused by a vehicle accident.
2. IAW TINKERAFBI 24-302, Para. 2.1.2.1, your organization has 72 hours from this email notification to provide a signed release letter indicating that your investigation was done and the vehicle is released to Vehicle Management to initiate the repairs. Individual liability is to be determined by a Report of Survey (TINKERAFBI 24-302, Para. 2.1.3).
3. My point of contact on the Vehicle Control Program is XXXXXXXXX, Vehicle Fleet Monitor, 72 LRS/LGRVM at XXX-XXXX.

MICHAEL D. CAROCCI, GS-12, DAF
Functional Director, Vehicle Quality Flight
72d Logistics Readiness Squadron

Attachment 4

VEHICLE ACCIDENT/ABUSE NOTIFICATION MEMO (SAMPLE)

Figure A4.1. Vehicle Accident/Abuse Notification Memo (Sample)



DEPARTMENT OF THE AIR FORCE
72D MISSION SUPPORT GROUP (AFMC)
TINKER AIR FORCE BASE OKLAHOMA

MEMORANDUM FOR (ORGANIZATION)

FROM: 72LRS/LGLOC

SUBJECT: Vehicle Accident/Abuse Case Number

1. Vehicle (REG #) was turned in to Vehicle Maintenance on (DATE) with damage to the (DESCRIPTION OF DAMAGE). The repairs are estimated at (\$). A copy of the quote verifying the above estimate, along with a written request for approval to have your unit pay for needed repairs will be sent to your Resource Advisor.
2. Since the vehicle was assigned to your squadron at the time of the accident, your organization is responsible for all maintenance costs IAW AFI 24-302, Paragraph 1.13. Please contact Vehicle Management and Analysis (VM&A) at 734-2007 if you have any questions.
3. If you decide to charge an individual for any portion of the repair, VM&A will assist you by providing a Repair Cost and Reparable Value Statement (AF Form 20) upon your written request. Regardless of your decision, the repair costs are still borne by the unit operating the vehicle at the time of the accident and will not change the accident process.
4. Individual liability is to be determined by the Report of Survey (ROS) process IAW AFMAN 23-220. At a minimum, the unit commander is required to make a formal determination as to who will conduct and complete their investigation within 72 hours of notification. If the investigating official determines gross negligence, willful misconduct or deliberate unauthorized use, then a ROS is required. Please notify VM&A with the Accident Release Letter, see attached, within 72 hours so that repairs may commence.
5. Any question should be referred to VM&A at 734-2007.

MICHAEL D. CAROCCI, GS-12, DAF
Functional Director, Vehicle Quality Flight
72d Logistics Readiness Squadron

2 Attachments

1. Accident Documents
2. Vehicle Release Template

Attachment 5

ORGANIZATION ACCIDENT/ABUSE RELEASE FOR REPAIRS MEMO (SAMPLE)

Figure A5.1. Organization Accident/Abuse Release for Repairs Memo (Sample)



DEPARTMENT OF THE AIR FORCE
72D MISSION SUPPORT GROUP (AFMC)
TINKER AIR FORCE BASE OKLAHOMA

MEMORANDUM FOR 72 LRS/LGRVM

FROM: UNIT VCO/VCNCO

SUBJECT: Organization Release of Vehicle for Repairs

At this time, we request USAF vehicle REG NUMBER be released for maintenance as of DATE and repairs be made as soon as possible. All investigations have been completed for this vehicle. If you have any questions on this matter please contact me at ext. XXX-XXXX.

//SIGNED//
NAME, Rank, USAF
UNIT/VCNCO

Attachment 6

GMV REQUEST FOR TRANSPORTATION (SAMPLE)

Figure A6.1. GMV Request for Transportation (Sample)

REQUEST FOR TRANSPORTATION				
<p>72 LRS/LGRDD Tinker AFB Comm: (405)734-2803/2941 DSN: 884-2803/2941 Fax: (405)733-0867</p> <p>Request will be e-mailed to the <u>Vehicle Operations Manager</u>: David.Derrick.ctr@tinker.af.mil and <u>ALTERNATE</u>: Vicki.Hoppes.ctr@tinker.af.mil</p> <p>We appreciate your comments: Please utilize the email addresses above as well as michael.carocci@tinker.af.mil to forward any questions or concerns you may have on this form, the overall process or to address any Customer Complaints.</p> <p>Requests must be submitted <u>72 HOURS</u> in advance of the required date to confirm vehicle availability.</p> <p>Units will route the request through the Vehicle Control Officer(s) (VCOs) for approval.</p> <p>ENSURE THE DRIVER(S) BRING THE PROPER CIVILIAN AND/OR GMV LICENSE TO OPERATE THE REQUESTED VEHICLE(S)</p>				
NAME/GRADE/ UNIT/OFFICE SYMBOL			PHONE/EXTENSION:	
DATE: (DD/MMM/YY)	POC NAME & NUMBER		DATE AND TIME REQUIRED:	
TYPE OF SUPPORT DESIRED Vehicle w/Operator U-Drive-It Vehicle Exceed POD & Trip Kit	TYPE OF CARGO: (LBS)		RETURN DATE/TIME:	
			NUMBER OF PASSENGERS:	
TYPE OF VEHICLE (S) DESIRED:				
PICK UP LOCATION			DESTINATION	
CATEGORY 1	CATEGORY 2	CATEGORY 3	CATEGORY 4	CATEGORY 5
DV/VIP Protocol Support	Used to transport personnel and or cargo on Tinker AFB	Used to transport personnel and or cargo from Tinker AFB to the local community	Used to transport personnel and or cargo from Tinker AFB to an area that exceeds the Permissible Operating Distance (POD)	Other Used to transport cargo

General Instructions:

1. The Functional Director/Functional Commander (FD/FC) must approve all requests that exceed the Permissible Operating Distance. This policy extends to units with vehicles permanently assigned; certain units are exempt from this requirement and should consult the POD policy letter.
2. Requests for Morale, Welfare, Recreation (MWR) and family service center program support must be routed through the 72 ABW/FSS office for approval.
3. Requests for invited civilian organizations and community service programs must be routed through the Public Affairs Officer for approval.
4. **Request must include ALL pertinent information needed to validate official use of the government vehicle.**
5. For requests to support conferences or special events, an itinerary will be attached.
6. **Further guidance for official authorization of this request can be found in AFI24-301, Chapter 3 and Attachments 8 & 9**

Authorized Purpose and Justification:**Special Instructions i.e. operator uniform requirement, size of cargo/equipment, etc.:****FOR TRANSPORTATION USE ONLY**

CONFIRMATION NUMBER:	DATE	TRIP KIT #
NAME AND GRADE OF APPROVING OFFICIAL:	SIGNATURE OF APPROVING OFFICIAL: <i>POD Only</i>	